

How to Add a Works Cited Page in Microsoft Word 2007

Adding Sources

1. Open a blank document
2. Click on the **References** tab on the ribbon
3. Look in the **Citations & Bibliography** group
4. Click the dropdown arrow next to **Style** and choose **MLA** (what HS uses)
5. Click the button that says **Manage Sources**
 - a. This will open a box called the **Source Manager**
 - b. **Do Not** worry about the sources that are already inputted (if there are any). You are going to add your own.
6. Click the **New** button in the middle of the window
7. Click the drop down arrow next to **Type of Source** at the top of the window
 - a. Choose the source you are using
 - b. For Encyclopedia choose Miscellaneous
8. Type in the information about the source
9. Press **OK**
10. Repeat steps 6-9 as necessary
11. Click **Close** button at bottom right of window.

After All Sources are Entered

1. Click **References** tab on the ribbon
2. Click the **Bibliography** button
 - a. Choose **Works Cited** option
3. All you sources should now appear in a box titled **Works Cited**

Formatting Works Cited

1. Formatting the title
 - a. Center the title
 - b. Change the color to black
 - c. Change case to Uppercase
 - d. Change font to Times New Roman
 - e. Press Enter after the title
2. Select all sources
 - a. Change font and font size to Times New Roman, 14 pt.
 - b. Add a hanging indent
 - i. Go to page layout tab on the ribbon
 - ii. Go to the paragraph group
 - iii. Click the box with the arrow at the bottom right hand corner
 - iv. Go to the drop down arrow underneath the word Special and choose Hanging

Adding More Sources

1. Go to **Reference** tab and **Citations and Bibliography** group, click the **Manage Sources** button
2. Click **New** and add your additional sources, click **OK**, then click **Close**
3. Click somewhere in your Works Cited text
4. Click the following button **Update** (piece of paper with a red ! mark beside it) and your Works Cited will be updated with your additional source.

*****Warning!!!** If you click the Update button; your font, font size and formatting will change back to the original formatting, so you need to redo it.